

Application for Work Permit 工作證申請

Link: <https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

Note: Before you apply please pay the postal remittance receipt at post office.
(Pay and get the **stamp** in the post office)



First time application please create an account 首次申請者先申請帳號



學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :
Account

系統密碼 :
Password

驗證碼 :
Verification Code

重新產生驗證碼 Refresh Verification Code

登入 Sign In

取消 Cancel

申請帳號 Apply for an account

忘記密碼或解鎖 Forgot Password or Unlock a user account ||

外國專業人員工作許可申請 Work Permit for Professional Workers ||
自由藝術工作許可申請 Foreign Professional Artist Work Permit ||

First time apply please register a new account
首次使用需要先申請帳號

Step 1

個人資料保護法及相關法令聲明

歡迎您使用勞動部勞動力發展署(以下簡稱本署)「外國專業人員工作許可申辦網」(以下簡稱本網站)。本署為保護您在使用本署網站時的安全，並尊重您的隱私保護權利，遵循個人資料保護法及相關法令之要求，特制定本聲明，以協助您了解本網站如何蒐集、處理、利用及致力於保護您的網路隱私及個人資料。

Welcome to the "EZ Work Permit Website" of the Workforce Development Agency, Ministry of Labor. The Agency will protect your safety and privacy while you are using the Website. To abide by the Personal Information Protection Act and related regulations, this statement is presented to help you understand how the Website collects, processes, uses, and protects your privacy and personal information.

一、適用範圍 Scope	本聲明僅適用於本網站如何處理您使用網站服務時所產生的個人資料。 本聲明不適用於本網站網頁提供其他非本署網站的網路連結，您必須參考該連結網站中的隱私權聲明。 The statement only applies to how the website processes your personal identification information while you are using the Website. The statement does not apply to other websites that link to the Website. You must refer to the statement about privacy on such websites.
二、資料的蒐集與使用 How information is collected and used	當您參與本網站之相關服務時，您所提供之資料，本署會遵循「個人資料保護法」及相關法令規定，不會將其應用在超出蒐集特定目的以外之用途。 您的個人資料採用嚴格的保護措施，只有經過授權的人員才能接觸您的個人資料，相關處理人員皆簽署有保密合約如有違反保密義務者，將會受到相應的處分。 When you are using related services on the Website, the Agency will follow the "Personal Information Protection Act" to protect information provided by you from being used outside the purpose of collection. Your personal information will be carefully protected, and may only be accessed by authorized personnel. All related personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, related personnel will be punished accordingly.
三、資訊分享與使用 How information is shared and used	除了下列狀況外，本網站不會將您的個人資料揭露予第三人或用於蒐集目的以外之其他用途： (一)法律明文規定。 (二)配合公務機關執行法定職務必要範圍。 (三)為防止他人權益之重大危害。 Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection. (1) Statutory regulations (2) Scope of statutory duties in accordance with public entities (3) To prevent others' interests from critical harm
四、自我保護措施 Self-protection measures	請妥善保管您的密碼及個人資料，不要提供給任何人，在您完成個人化服務之使用後，務必記得登出帳號。若您與他人共享電腦或使用公共電腦，切記要關閉瀏覽器視窗，以防止他人竊取您的個人資料，信件或進入所屬單位管理區。 Please keep your password and personal information private and do not provide them to anyone. After using personalized services, please make sure that you have logged out of your account. If you share a computer with others or use a public computer, please remember to close your browser windows to prevent others from accessing your personal information, E-mail, or the entity management area.
五、聲明之修正 Amendment to the statement	本聲明將因應需求隨時進行修正，修正後的條款將刊登於本網站上，以維護您瀏覽網站的安全及相關權益。 The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.
六、聲明之諮詢 Consultation on the statement	若您對本聲明有任何疑問，請E-mail至：wda@wda.gov.tw。 If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw.
☒ 同意 apply ☐ 不同意 reject Step 2	

公告Announcement 檢測與下載Certificate and CardReaderTest 相關連結Related Links

學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

*帳號 Account number	(需包含英文和數字 Containing English letter and number)	*確認密碼 Re-enter password	(輸入與密碼相同 The entering is identical with password)
*密碼 Password	(密碼長度至少8碼，並需符合英文、特殊符號 Password is required to be at least 8 characters with letters, numbers and special symbols)		
*電子郵件 Email			
申請人姓名(中文) Name of applicant (Chinese)	(應與學生證相符 Shall be in accordance with your name on student ID)	*性別 Gender	☐ 男 Male ☐ 女 Female
*申請人姓名(英文) Name of applicant (English)		*國籍 Nationality	國籍查詢 Nationality search
*護照號碼 Passport number	(提示:若您更換護照，請先使用舊護照號碼申請帳號，並於申請案件時將舊護照及新護照上傳至護照資料庫，本局將於審核時一併更新您的護照號碼。)(If you had renewed your passport, please enter your old passport number here. Upload both of your new and old passports and we will renew your passport numbers later on.)	*護照號碼有效期間 Validity of passport	(西元) yyyy/MM/dd
*居留證統一編號 ARC ID number		*出生年月日 Date of birth	(西元) yyyy/MM/dd
*就讀學校 School attended	學校查詢 School search (提示:若清單中沒有學校資料，請先洽學校管理單位 Please contact the school office responsible if you can't find your school on the list.)		
*身分別 Identity	請選擇 please select ==		
*連絡電話 Phone number			

學生選擇「身分別」定義說明:
Definitions of different student identities:
一、僑生: 須符合「僑生回國就學及輔導辦法」之學生，包含高中以上學生、臺灣師範大學僑生先修班學生。
The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in National Taiwan Normal University.
二、留學學生: 須符合「臺灣澳門港澳來臺就學辦法」規定之學生，或「就讀僑務主管機關核准之技術訓練班學生」。
Ethnic students shall meet one of the following requirements:
1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao.
2. Students enrolled in a technical training class conducted by the OCAC.
三、外國留學生: 須符合「外國學生來臺就學辦法」之規定，包含大學預科學生、大學校院附設國際中心、交換學生。
Foreign students as set forth in the regulations of International Students.
4430 重新產生驗證碼 Refresh Verif

Enter verification code 輸入驗證碼

Step 3

After Register you need to sign in to apply
申請完帳號後要登入申請

Step 1

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

系統密碼 :

驗證碼 :

4173

重新產生驗證碼 Refresh Verification Code

登入 Sign In 取消 Cancel 申請帳號 Apply for an account

忘記密碼或解鎖 Forgot Password or Unlock a user account ||

外國專業人員工作許可申請 Work Permit for Professional Workers ||
自由藝術工作許可申請 Foreign Professional Artist Work Permit ||

外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 New Application and Management 相關連結 Related Links

260_學生案件管理_260_Student Application Management

公告 Announcement > 005_最新訊息 Latest News

最新訊息 latest news

系統公告/新聞	發佈日期 release	標題 title
系統公告 system announcement	108-12-25	重要訊息公告：自109年1月1日起正式啟用僑外生工作許可函電子送達功能，詳情參閱「相關連結」-僑外學生申請工作許可可以電子公文方式送達工作許可函問答集(Q&A)-學生版、雇主版
系統公告 system announcement	107-10-22	自107年10月8日起，正式啟用短期補習班技藝類外籍教師、外國特定專業人才及外國自由藝術工作者的工作許可線上申辦功能。
系統公告 system announcement	106-08-31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。

Records from 1 to 5 of 5

Click New Application and Management choose Student Application Management
案件新增管理選學生案件管理

外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 New Application and Management 相關連結 Related Links

案件管理 Application Management > 260_學生案件管理 Student Application Management

高中及大學應屆畢業生(含延畢生)許可期限至同年6月30日止。
但有下列情事之一，得延長許可期限至9月30日：

- (1) 應屆畢業生或延畢生有暑假或延畢之需要，由學校或(系)所出具相關證明。
- (2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.
However, it can be extended to 30 September for one of the following events:

- (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

案件申請列表 list of application 新增申請案件 add application

Click Add Application 新增申請案

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請項目 application	公文領取方式	申請狀態	案件狀態
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案件管理 Application Management > 260_學生案件管理 Student Application Management

約定同意收受電子公文

Agreement on Electronic Service

本部依電子簽章法規定，於取得您「同意」後，就您於本申辦網所辦理之工作許可申請案件，經本部核准後，將以電子公文方式送達許可函，並自發文日起以電子郵件通知您領取電子公文，您得於發文日起8個日曆天內自行至本申辦網領取電子公文，並以本申辦網所記錄您登入系統後按下「領取電子公文」按鈕之系統時間為電子公文之送達時間，並自次日起算法定期間，惟不予核發工作許可時，仍將以紙本文公寄發；逾期限未領件者，系統將關閉「領取電子公文」功能，本部逕改以紙本文公寄發許可函。

如您「不同意」以電子公文方式送達許可函，則您於本申辦網所辦理之工作許可申請案件，經本部核准後，將以郵寄方式寄發紙本文公許可函。

According to Electronic Signatures Act, through online application, the work permit issued will be sent in electronic official document with your consent. An email will be sent when the permit is issued to inform you to collect the permit, and you have to collect the permit online within eight days. The time of the electronic service shall be deemed as the time recorded by system when you log in the system and click "download the official document". The statutory period therefor shall begin to run from the date following the day on which such electronic documents are downloaded. Nevertheless, in the case where the application is rejected, the official document will be sent by post, and if you fail to download the electronic documents within eight days, the Ministry will take down the electronic documents and deliver the official documents in hard copy by registered mail.

If you do not agree

copy by registered mail.

如果選擇同意，就會是電子工作證。
If you choose agree, your work permit will be electronic file.

OR

Step 2

如果選擇不同意，就會是紙本工作證。
If you choose disagree, your work permit will be paper file.

同意agree

不同意disagree

案件管理 Application Management > LX011100E 學生案件管理 Student Application Management



個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)		修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)		修改個人基本資料 Edit personal profile
性別 Gender	(F) 女	修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)	(019) 馬來西亞 MALAYSIA	
護照號碼 Passport number		
居留證統一編號 ARC ID number		
出生年月日 Date of birth		修改個人基本資料 Edit personal profile
聯絡電話 Phone number		修改個人基本資料 Edit personal profile

Check your personal information and then click "Next Step"
檢查你的基本資料是否正確，點選“下一步”

Step 3

案件暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

▶ 案件管理 Application Management > LX011200E 學生案件管理 Student Application Management

Step1. 個人基本資料 personal information Step2. 就讀學校資料 school information Step3. 工作許可申請資料 application form of work permit information Step4. 應徵文件上傳 upload file Step5. 審查費資料 examination fee information Step6. 申請案檢視送審 Application review

學校就讀資料 school information

「*」標記者為必須填寫的欄位 mark must not be empty

就讀學校 School attended 義守大學 I-Shou University [修改個人基本資料 Edit personal profile](#)

*日夜別 Day/Night == 請選擇 please select ==

*系別 Faculty

身分別 identity 僑生-學士(4年制) overseas Chinese students - 4-year universities [修改個人基本資料 Edit personal profile](#)

*年級 year 大學(4年制) 4-year university 年級 year == 請選擇 Please select == 預定修業年限 expected study years

預定修業年限欄位填寫說明：請依您所就讀系所學制詳實填列本欄位，例如學士4年制者，本欄位

*學校校區所在地 School Address 840 高雄市 大樹區 學城路一段1號

Address:840 高雄市大樹區學城路一段1號

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step **Step 4**

公告 Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 New Application and Management 相關連結 Related Links

▶ 案件管理 Application Management > LX011500E 學生案件管理 Student Application Management

Step1. 個人基本資料 personal information Step2. 就讀學校資料 school information Step3. 工作許可申請資料 application form of work permit information Step4. 應徵文件上傳 upload file Step5. 審查費資料 examination fee information Step6. 申請案檢視送審 Application review

工作許可申請資料 application form of work permit information

「*」標記者為必須填寫的欄位 mark must not be empty

申請類別 application category 僑生 overseas Chinese students [修改個人基本資料 Edit personal profile](#)

結申請類別錯誤請於[學生個人資料維護]身分別做更正
If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.

申請類別適用對象 applicable object of application category 您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。
You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the student's status as set forth in the Regulations Relating to Home-coming Overseas Chinese Students' Education and Counsel.

*申請項目 application type 工作許可 work permit **Step 5**

*申請許可期間 Application time 2020/04/01 (西元yyyy/MM/dd) 至 2020/06/30 (西元yyyy/MM/dd)
(許可期間最長6個月) (valid for six months maximum) **Step 6**

*工作許可由公文領取方式 Way of receiving the official document ☐ 電子公文 Electronic official document ☒ 郵寄學校 Delivery (to the school) ☐ 親自領取 Pick up in person **Step 7**

備註 Memo

結為親自領件者，約定取件人應列印親自領件回條(申請書頁面下方處)並黏貼約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台(臺北市中正區中華路一段39號10樓)取件。倘於指定期限內未親自領取者，本部將以掛號寄出。
To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step **Step 8**

These are 2 terms Work Permit periods in a year.
For Fall Semester: Start from October 1 to March 31.
For Spring Semester: April 1 to September 30. No matter when you apply, the maximum issue only **6 months**.
Your application is on May 1; the expiry date will be Sep.30.

▶ 案件管理 Application Management > LX011700E 學生案件管理 Student Application Management



應備文件上傳 upload file

檔案格式 file format : PDF (檔案名稱之命名，請勿含空格、標點符號及特殊符號 File name should not contain any blank spaces, punctuation or special characters.)

應備文件 documents for application	檔案 file
護照影本(此為應備文件) Photocopy of Passport(Documents required)	請選擇檔案 please select file
學生證影本 Photocopy of student ID card	請選擇檔案 please select file
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file

Submit all of the documents that required 必須上傳全部文件

Step 9

Other documents please attach: Affidavit and Receipt
其他文件:上傳切結書和收據

切結書 Affidavit

為了提升本校對境外學生校外工讀期間之關懷與支持服務，並確保學生已瞭解自身在臺工讀相關權益，請您於申請工作許可時上傳此切結書，並於找到工作後至國際及兩岸事務處網站填寫問卷，以便即時提供您相對應的服務。若您更換新工作，須重新填寫問卷。若您於多處工讀，請分別填寫全部工讀資訊。



問卷 Survey

To improve the counseling and supporting services provided by the University to overseas students while doing the part-time work-study on or off-campus, and to ensure students understand their own rights and interests regarding employment regulations in Taiwan, you are required to submit this affidavit when applying for work permit. Once

我已知悉，根據勞動部規定，境外學生工作時數最高上限為每周 20 小時，寒暑假則不在此限。未依規定申請工作許可，即受聘僱為他人工作者，依就業服務法規定，處新臺幣 3 萬元以上 15 萬元以下罰鍰。

I have learned that, according to Employment Services Act, the maximum working hours are 20 hours per week, except during summer and winter vacations. If I work without a work permit, I will be fined between TWD 30,000 and TWD 150,000.

申請人（具結）人簽名 Applicant's signature :

學號 Student ID:

日期 Date:

請填寫問卷(QR code)
Please fill in the
survey. (QR code)

- Must fill in all the
details
必須填寫以下資料
1. Signature 簽名
 2. Student ID 學號
 3. Date 日期

交易日期 remittance date	1051110	郵政劃撥儲金存款收據 19058848 勞動部勞動力發展署聘僱許可收費專戶 收款帳號戶名 \$100.00 存款金額 0000067 105/11/10 07:22:37 004186 1A4 204442 他人不扣手續費 電腦紀錄 高雄義守大學郵局(88支) 儲蓄部 專用章 局 004186-0 105.11.10	審查費金額 examination fee	輸入郵政劃撥收據編號 enter receipt number of postal remittance(7numbers:0000067) Please type SEVEN numbers from the BACK (xxxxxxx)	交易日期 remittance date e.g. 1050301, do not type "I"	交易局號 post office of remittance
輸入郵政劃撥收據編號 enter receipt number of postal remittance	0000067					
交易局號 post office of remittance	004186					
審查費金額 amount of examination fee	100					

After filling in all your information, please click “submit to school for examination” To send to school for examination.

Step 11

案件暫存 save application

結束 close

送學校審核 submit to school for examination

列印申請單 print application form

建議使用 Internet Explorer 9.0+

總、業、經、理、人、員、之、名、單、及、其、職、務、分、別、列、明、於、下、